
MINUTES

The Redevelopment Commission met in regular session on Monday, January 27, 2014 at 6:00 p.m. in the Columbus, Indiana Common Council Chambers. The meeting was chaired by Mayor and Redevelopment Commission President Kristen Brown. Other Commission members present were Frank Jerome, David Wright, Sarah Cannon, Steven Scgalski and Robert Abrams.

Also present were Redevelopment Director Heather Pope; Stan Gamso, Counsel to the Commission; Gary Thompson, Property Manager for REI Real Estate Services LLC; Jayne Farber, Arts District Consultant; Tim Rohrer, co-owner of Jordy's, Inc. d/b/a/ Jordy McTaggart's Grill and Pub, lessee of space in the Commons located at 310 Washington Street; Nicole Parker, Mr. Roher's daughter; and Jeff Logston, Counsel to the Parks and Recreation Board. Several members of the public were also present, including media representatives.

Except for matters raised by members of the public present, matters discussed during the meeting were those previously disclosed in a public notice of the meeting.

Call to Order

- 1) Roll Call by Mayor Brown – Frank Jerome, David Wright, Mayor Brown, Sarah Cannon, Steven Scgalski, and Robert Abrams (Non-Voting Member).

Discussion Item

- 1) Update on Parking Garage Management and Operations: Gary Thompson presented REI's comprehensive regular monthly garage management and operational update, beginning with an outstanding receivables report for the Jackson Street Parking Garage, stating that all outstanding receivables had been paid in full, including those of the U.S. Postal Service and the revenue increment percentage payable by Bistro 310 as additional rent for 2012. He then reviewed details of the balance sheet and an empty space count for December, highlighting a high vacancy count for the Cummins spaces due to its holiday shutdown. He next presented details of the operating expense report, highlighting that operating expenses for 2013 were approximately \$8,000 under budget.

He then presented an outstanding receivables report for the Second Street Garage, stating that the Commission had now been paid in-full for the \$15,714 owed by Buckingham Companies for The Cole Apartments parking, so there were now no remaining receivables. He next highlighted details of the balance sheet, including a short-term cash flow issue that was being resolved through

REI's billing practices, the empty space count report for the Second Street Garage, including the higher than normal vacancy rate for the Cummins spaces for December due to the same holiday shut-down reason as in the Jackson Street Garage. With respect to December operating expenses, he highlighted that net operating expenses for 2013 were approximately \$18,000 under budget. Commissioners then had certain follow-up questions of Mr. Thompson, particularly with respect to reporting and management of the receivables. The Commission then thanked Mr. Thompson for his presentation, following which he left the meeting.

Mr. Abrams announced that he would need to exit the meeting during the following action item to attend a BCSC Board meeting, and did so at 6:25 p.m.

Action Items

- 1) Approval of Riverfront Liquor License Request by Jordy's, Inc.: Ms. Pope then provided the Commission with a history of the 10 Riverfront Liquor Licenses allocated to the City, of which five (5) were currently being used, and that Jordy's was now applying for one of the remaining five. Commissioners had received a copy of Jordy's application for review prior to the meeting. Ms. Pope reviewed the list of questions and the 12 criteria in the application to be met for receiving a license, as well as Mr. Rohrer's responses to the questions, and stated that in her opinion he had adequately addressed all of the criteria. Mr. Roher and Ms. Parker then provided an update to the Commission on their progress in developing the new restaurant's interior space in the Commons, its design features, and floor plan (which had been posted on one of the Council Chamber's walls and which had previously been reviewed by Ms. Pope, Commission representatives and the Commons Board). Mr. Roher said the space should be under full construction within 2 more weeks, with about 6 weeks to completion, with 3 weeks of training of kitchen staff to begin immediately thereafter or offsite during construction, and with business opening hopefully in April. Mr. Pope then referenced the process that needed to be followed for submitting the application accompanied by a letter from the Mayor in support of the application, and asked that the Commission recommend such support to the Mayor, following which the discussion was opened to the public. Upon motion then duly made by Frank Jerome and seconded by Steven Scgalski, the Commission unanimously recommended that the Mayor provide a written letter in support of Jordy's Riverfront Liquor License application, whereupon Mr. Roher and Ms. Parker thanked the Commission and exited the meeting.

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- 2) Approval of New Jayne Farber Consulting Services Agreement: Ms. Pope next directed Commissioners' attention to the copy of a new Consulting Agreement between the Commission and Jayne Farber for continuation of Ms. Farber's services as lead project consultant with respect to development of the City's downtown Arts District, which agreement had been distributed to Commissioners for review in advance of the meeting and was to replace the November 19, 2012 agreement that Commissioners extended through January 2014 at its December 2013 meeting pending finalization of the new agreement to include specific deliverables and timelines for their completion. Ms. Pope and Ms. Farber highlighted the changes from the prior agreement, including that the new agreement was to expire on June 30, 2014, and the amount of compensation was staying the same at \$27.50 per hour not to exceed \$57,200 annually, plus reasonable expense reimbursements not to exceed \$2,800 per year. Ms. Farber then explained and provided details of the specific deliverables consistent with the Arts District Strategic Plan and the estimated completion dates that had been included in the new agreement, including completion of the Crump feasibility study by April 30th, the Amphitheater re-design project RFP recommendations by April 30th, the Cultural Community Center 6 Sigma study recommendations by March 30th, and downtown business district retail space inventory and property owner/landlord contact plan by June 1st. The Commission and Ms. Farber then discussed that if the outcome of these deliverables made it desirable for her services to continue beyond the June 30th expiration date, the new agreement could be extended. Following opportunity for public comment, upon motion duly made by Frank Jerome and seconded by David Wright, the Commission unanimously approved the new consulting agreement to become effective February 1, 2014, and thanked Ms. Farber for her work in connection with development of the Arts District pursuant to the prior agreement.
- 3) Authorization to Document Commons Retail Rent Collection Procedures: Mr. Gamso then explained to the Commission that through the City's Director of Operations and Finance, the Mayor and the Parks and Recreation Department had developed an inter-departmental memorandum with respect to handling of retail space rent receivables for the Commons, which Mr. Gamso and Mr. Logston had discussed for purposes of possibly incorporating its contents into a document within the next 2 weeks defining various responsibilities of the Parks and Recreation Department and the Commission in this regard that could then be formally approved by the parties, including a formal vote being taken thereon by the Commission. A discussion then ensued regarding how, historically, public user fees and other revenues were being collected from tenants for use of the Commons facility, including how utility payments were being made, and how

all were being collected, accounted for and deposited. The Commission and Ms. Pope also discussed whether engaging a third party such as REI, much as it does with respect to parking garage management, to collect and regularly report to the Commission on the status of retail rent receivables for an additional fee may be preferable to using the Parks and Recreation Department for this purpose, including also whether REI would even be interested in doing so.

Upon further discussion and upon motion duly made by Frank Jerome and seconded by Sarah Cannon, the Commission unanimously directed Mr. Gamso to meet with Mr. Logston to develop a Memorandum of Understanding that complies with the inter-department memorandum between the Commission and Parks Department, that could be formally approved by the Commission at a subsequent meeting, which MOU would also include periodic reporting responsibilities to the Commission.

- 4) Approval of Meeting Minutes: Upon motion duly made by Sarah Cannon and seconded by Steven Scgalski, minutes of the Commission's December 16, 2013 Regular Meeting were unanimously approved; upon separate motions duly made by Frank Jerome and seconded by Sarah Cannon, minutes of the January 10, 2014 and January 14, 2014 Executive Sessions were unanimously approved; and upon motion duly made by Sarah Cannon and seconded by Frank Jerome, minutes of the January 17, 2014 Special Meeting were unanimously approved. No motion was made with respect to approving minutes of the Commission's January 2, 2014 Special Meeting.
- 5) Review and Approval of Monthly Claims for Payment: Following presentation and explanation of each by Ms. Pope, upon separate motions duly made by Frank Jerome and seconded by David Wright, the Commission unanimously approved claims for mandatory bond payments, and repayment of borrowings from Heritage Fund and Cummins Inc. for construction of the Commons; upon motion duly made by Frank Jerome and seconded by Sarah Cannon, a variety of other claims for payment of Commission expenses incurred in connection with both parking garages and for other expenses were unanimously approved; and upon motion duly made by Frank Jerome and seconded by Steven Scgalski, a claim for payment to Bruce Carter Associates for continued sampling and monitoring services at the Brownfields site was unanimously approved.

Adjournment

Upon motion duly made by Sarah Cannon and seconded by Steven Scgalski, the meeting was adjourned at 7:25 p.m.



Columbus Redevelopment Commission

Regular Board Meeting
Monday, January 27, 2014
6:00 PM
City Council Chambers

Approval of January 27, 2014 minutes.

Chairperson

Member

Member

Member

Member

Date: _____